

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #152: PART-TIME ANIMAL CARE RECEPTIONIST

NUMBER OF VACANCIES: 1

DEPARTMENT: Parks, Recreation & Cultural

Affairs

WORK LOCATION: Animal Shelter

HIRING RANGE: \$10.00/per hour

DAYS WORKED: Sunday - Wednesday

HOURS WORKED: 11:30 – 5:30 p.m.

TYPE OF POSITION: Temporary, Part-Time *(Including Weekends)*

APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

JOB DUTIES

*Resumes submitted without a City of Farmington application
will not be considered in our job selection process.*

ESSENTIAL DUTIES:

Ensure outstanding customer service for all guests by politely greeting and directing all guests.

Work with customers to adopt, surrender or turn in stray animals.

Responsible for receiving money and operating cash register.

Assists in insuring daily revenue close outs are completed and balanced.

Performs data entry into shelter software.

Assists in preparing daily, monthly and yearly intake/outcome inventories and reports.

Performs custodial and cleaning duties of animal shelter.

Will perform a variety of miscellaneous receptionist duties such as answering phone, collecting fees, running errands, scheduling veterinary appointments, picking up supplies, helping set up for events, etc.

Assists and responds to public inquiries and complaints about animal shelter made in person or by telephone.

Other duties as assigned.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Ability to communicate effectively verbally and in writing.

Ability to handle difficult people and situations with respect, calmness and courtesy.

Understanding confidentiality and the ability to maintain it.

Ability to perform data entry at a rate sufficient to perform duties of the job.

Ability to operate tools and equipment listed.

Ability to work well under pressure and in stressful situations.

Ability to work harmoniously with co-workers and be able to interact with patrons in a pleasant and positive manner.

Knowledge of animal handling and animal husbandry is preferred.

Valid New Mexico driver's license with acceptable driving record for the past three years or state of current residency.

Considerable knowledge of Administrative office skills with experience in typing, computer, calculator, telephone and related office machines.

Must have ability to work a varied shift including weekends and holidays.

Ability to establish and maintain effective working relationships with employees, supervisors, participants and the Administrative public.

Must be able to work around animals without an allergic reaction.

Extensive background checks required.

This position has the responsibility to participate in and comply with the City's Environmental, Health, and Safety program.

TOOLS AND EQUIPMENT USED:

Personal computer, calculator, phone, automobile.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds individually. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is generally noisy.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.